

Wisconsin Department of Health and Family Services Information Packet

July, 2005

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Introducing the Department of Health and Family Services

The Department of Health and Family Services has many key responsibilities including child welfare, long term care, physical and developmental disability programs, sensory disability programs, substance abuse, mental health and public health programs, regulation and licensing of a variety of facilities, operation of care and treatment facilities, the food stamp program, medical assistance and health care for low income families, elderly and disabled persons.

The Department is organized into five divisions and two offices.

The Division of Children and Family Services keeps children safe from abuse and neglect and responds appropriately when abuse or neglect occurs. In doing so, the Division focuses on services that keep families and communities strong and vital. DCFS responsibilities fall into four main categories: 1) statewide oversight of county child welfare services; 2) direct services to children and families through the Bureau of Milwaukee Child Welfare, and special needs adoption and adoption search services through the Bureau of Programs and Policies; 3) community support services for families; and 4) regulation and licensing of child care and residential facilities for children and youth.

The Division of Disability and Elder Services manages programs involving mental health, substance abuse, developmental disabilities and sensory disabilities, as well as aging and long-term support programs, including delivery systems development. The division also has quality assurance responsibilities for the regulation and licensing of all adult care programs and facilities, and manages the state supplemental security income program. In addition, the division operates state institutions that provide care and treatment for persons with mental illness, developmental disabilities, and/or sexually violent behaviors.

The Division of Public Health manages programs in the areas of environmental health, occupational health, family and community health, emergency medical services, injury prevention, chronic disease prevention, health promotion, communicable disease prevention, oral health, school health, minority health, women's health, and health information.

The Division of Health Care Financing focuses on the purchase of quality health care for low income families with children, pregnant women, the elderly and persons with disabilities, performing eligibility determinations for Medicaid and food stamps, federal supplemental security income and social security disability insurance programs, and issuing food stamp benefits.

The Division of Management and Technology provides management support for fiscal services, information technology, personnel, affirmative action and employment relations to the program divisions of the Department.

The Office of Strategic Finance provides departmentwide planning, budgeting, evaluation and audit services. It is also responsible for contract administration and oversight of county human service agencies and management of tribal affairs.

The Office of Legal Counsel serves as a law office within the Department, providing the Department with legal advice and representation.

Department of Health and Family Services, PO Box 7850, Madison, WI 53707-7850,
608/266-9622

Helene Nelson, Secretary
Susan Reinardy, Interim Deputy Secretary
Jason Helgersen, Executive Assistant

Office of Strategic Finance, Fredi Bove, Director, PO Box 7850, Madison, WI 53707-7850,
608/266-3816

Office of Legal Counsel, Diane Welsh, Director, PO Box 7850, Madison, WI 53707-7850,
608/266-8428

Division of Children and Family Services, Burnie Bridge, Administrator, PO Box 8916,
Madison, WI 53708-8916, 608/267-3905

Division of Public Health, Sheri Johnson, Administrator, PO Box 2659, Madison, WI 53701-
2659, 608/266-1251

Division of Health Care Financing, Mark Moody, Administrator, PO Box 309, Madison, WI
53707-0309, 608/266-8922

Division of Disability and Elder Services, Sinikka Santala, Administrator, PO Box 7851,
Madison, WI 53707-7851, 608/266-0554

Division of Management and Technology, Patrick Cooper, Acting Administrator, PO Box
7850, Madison, WI 53707-7850, 608/266-8445

✓ Organization

Department of Health and Family Services

September 2004

Northeastern Regional Office

Northern Regional Office

Southeastern Regional Office

Southern Regional Office

Western Regional Office

Secretary
Deputy Secretary
Executive Assistant

Assistant to the Secretary
Office Support
Constituent Relations
Public Information
Legislative Liaison

Office of Strategic Finance

Office of Legal Counsel

Division of
Children & Family Services

Division of Disability
& Elder Services

Division of
Public Health

Division of
Health Care Financing

Division of
Management & Technology

Adol Preg Prevention
Adoptions
Adoption Search
Child Abuse & Neglect
Child Caring Institutions
Coordinated Services Team Initiative
Domestic Abuse
Family Preserv & Support
Foster Care
Migrant/Hispanic Svcs
Regulation of Day Care
Programs, Group Foster
Homes, CCIs and Child
Welfare Programs
Runaway Programs
Teen Parent Init & Svc
Youth AODA Prevention
Youth Indep Living

Adult Day Care
Alzheimers Family Caregivers Support
Birth-Three Program and Council
Brain Injury Waiver Program
Caregiver Background Check Program
Certification of Mental Health & AODA Programs
Children's Long-Term Care Waiver Program
Community Integration Program
Community Options Program
Community Support Programs for
Children w/Severe Mental Illness
Coordinated Service Team Initiative
Developmental Disabilities
Elder Abuse
Elderly/Senior Programs
Family Care Program
Family Support Program
Governor's Council on People w/Disabilities
Human Services Reporting System
Integrated Service Programs for
Children w/Severe Emotional Disturbances
Intoxicated Driver Program
Katie Beckett Program
Mental Hlth/AODA Redesign
Mental Health and Council
Nurses Aide Training Registry
PACE Program
Partnership Program
Pathways to Independence
Regulation of Adult Family Homes, CBRFs
Adult Day Care & Res. Care Apartment Complexes
Regulation of Hospitals, Laboratories, etc.
Regulation of Nursing Homes
Services for the Blind & Visually Impaired & Council
Services for the Deaf & Hard of Hearing & Council
Services for Persons w/Physical Disabilities
& Council
State Independent Living Council
State SSI, Caregiver Supplement, SSI-E Program
Substance Abuse, Addiction & Council
Wisconsin Council on Developmental Disabilities

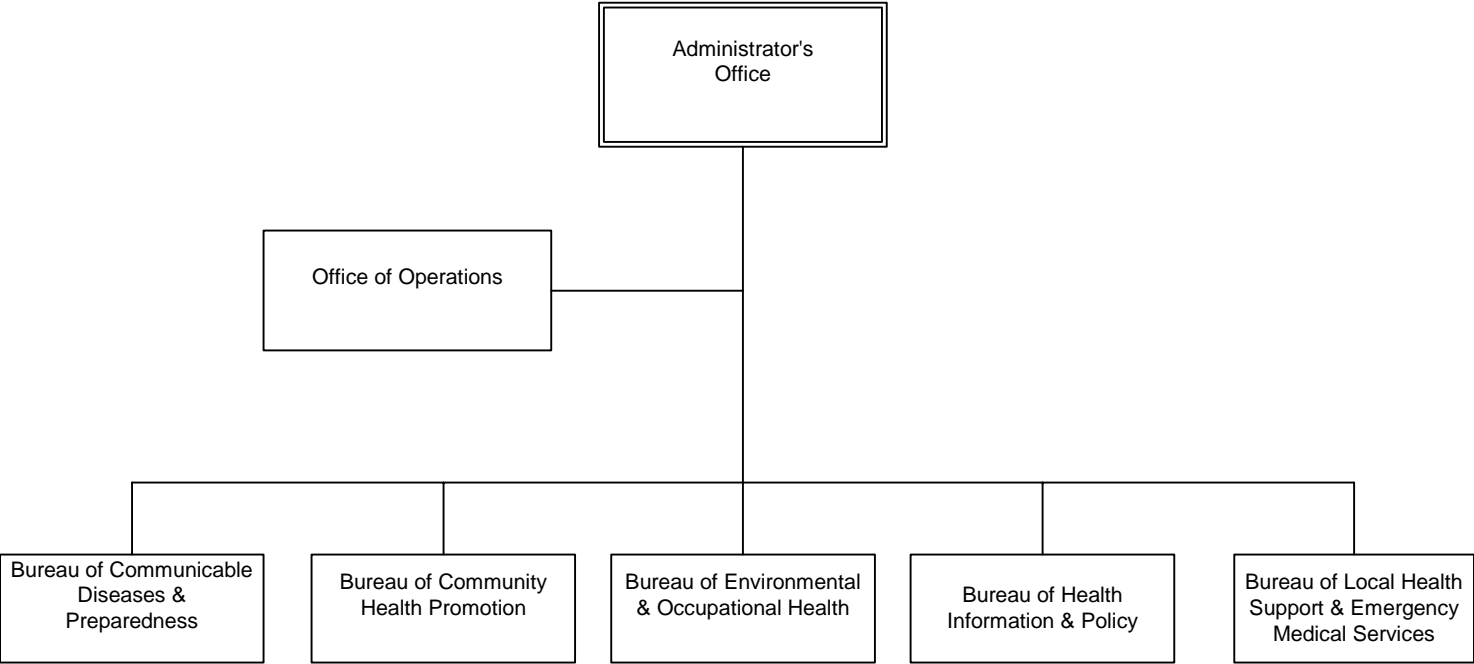
Centers for the Developmentally Disabled
Community Consultation
Community Placements
Conditional/Supervised Release
Forensic Services
Institution Food Service Mgmt
Mental Health Institutes
Patient Rights & Grievances
Sand Ridge Secure Treatment Center

AIDS/HIV/STD Programs
Air Quality
Chronic Disease Prevention
Communicable Disease
Surveillance and Prevention
Comprehensive School Health
Disaster/Emergency Response
Environmental Health
Family Health
Fish Consumption Advice
Groundwater Standards
Health Hazard Evaluation
Health Information
Health Professional Shortage Areas
Health Promotion
Health Services Utilization Data
Immunizations/Vaccines
Infant Screening
Injury Prevention
Licensing/Certification/Registration:
Emergency Medical Services;
Restaurants; Hotels/Motels; Bed & Breakfast
Homes; Dairy Operations; Campgrounds;
Public Swimming Pools/Whirlpools;
Tattoo/Body Piercing;
Lead/Asbestos Abatement;
Tanning Beds; X-ray Equipment
Minority Health
Nutrition Information
Occupational Health
Oral Health
Population Health Data
Primary Care
Public Health Epidemiology
Public Health Nursing
Radiation Protection Programs
Reproductive Health
Rural Health
Sexual Assault Prevention
Synar (Youth Tobacco) WI Wins
Tobacco Education
Vital Records & Statistics
Women's Health
Women, Infants, Children (WIC)
Supplemental Food Program

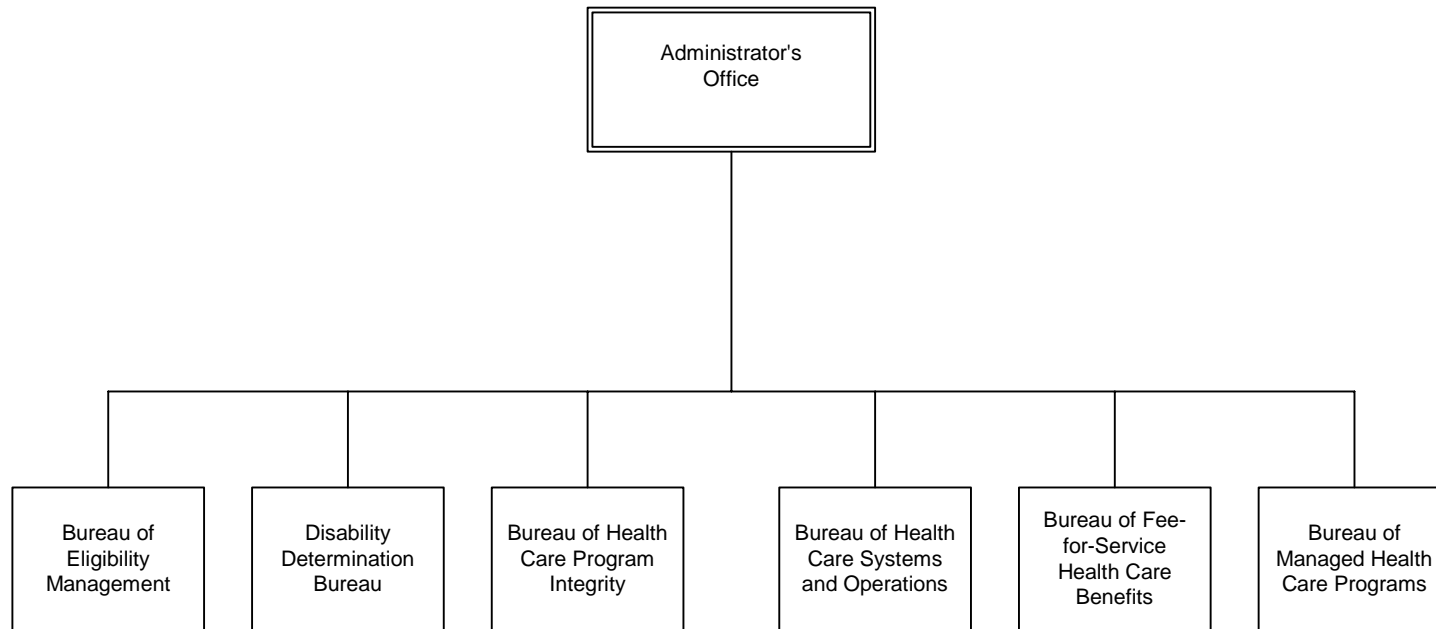
BadgerCare
Children Come First
Chronic Renal Disease
Coordination of Benefits
Decision Support System
Disability Determinations
Disability Hearings
Eligibility Policy and Waivers
Estate Recovery
Fee-for-Service Benefits Policy &
Reimbursement
Fiscal Agent Liaison & Monitoring
Food Stamp & Eligibility Outreach
Food Stamp Program
General Relief
HIRSP
Hospital Rate Setting
Managed Care Programs
Medical Assistance
Medical Policy
Milwaukee Wrap Around
Nursing Home Reimbursement
Prior Authorization
Provider Audits
Provider Certification
Quality Assurance
Recipient Lock-In
Senior Care Prescription Program
Social Security & SSI Disability Determination
SSI HMO Program
SSI Medicaid Eligibility
State Data Exchange
Wisconsin Medicaid Program

Accounting
Affirmative Action/Civil Rights Compliance
Business Process Management
Collections
Employee Assistance
Employment Relations
Engineering
Health and Safety
Information Systems
Office Space
Payroll & Benefits
Personnel
Purchasing
Records & Forms Mgmt
Telecommunications
Training & Development
Wisconsin Environmental Protection Act
(WEPA) Coordination

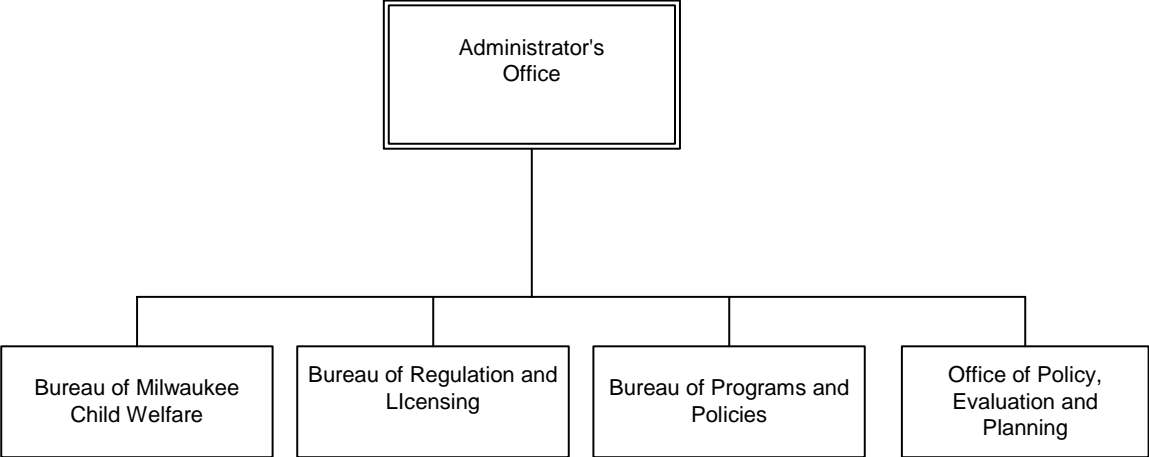
Division of Public Health



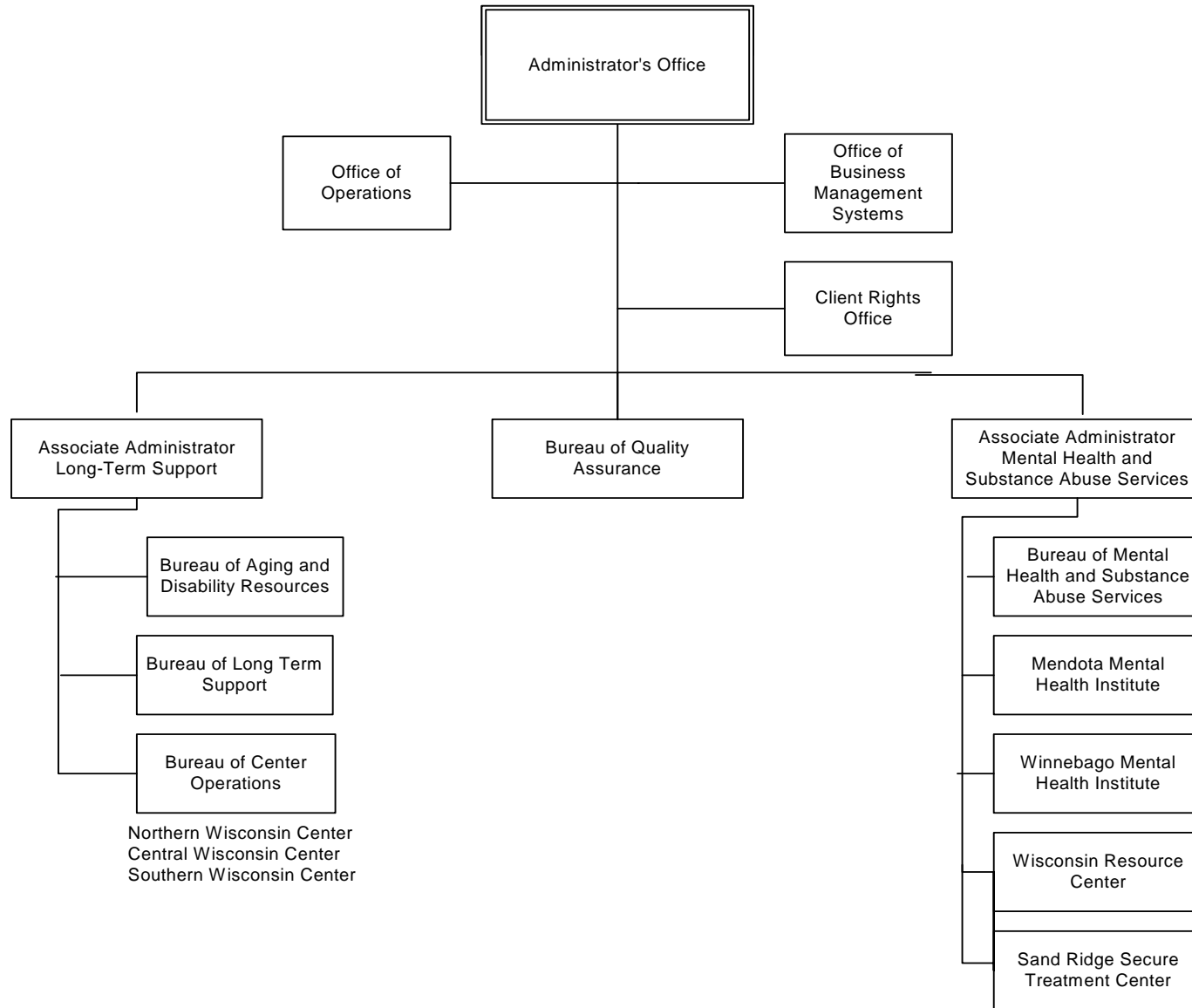
Division of Health Care Financing



Division of Children and Family Services

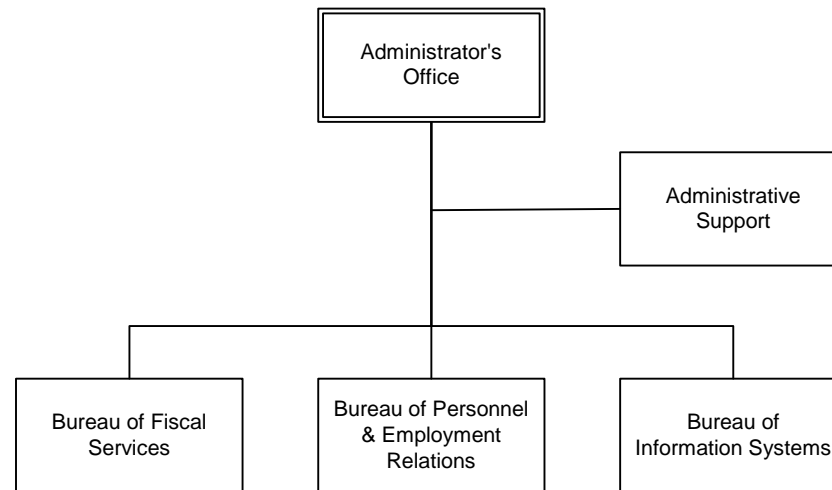


Division of Disability and Elder Services



Organizational structure pending approval by Department of Administration

Division of Management and Technology



✓ Programs and Services by Division

Division of Public Health

The Division administers programs to promote and protect public health, prevent disease and disability, and promote healthy behavior.

1. **Communicable Disease Prevention.** Promotes efforts to prevent and control communicable diseases among Wisconsin citizens. Implements surveillance, control, and prevention measures; assists local health departments, health care providers, and citizens to prevent and control the spread of communicable diseases; maintains a statewide surveillance system; assists in early identification and intervention of communicable diseases; and informs the public about ways to prevent and control communicable diseases.
2. **Community Health Promotion.** Develops and supports programs aimed at reducing the incidence of chronic disease among Wisconsin citizens and promotes the availability of health services to those with chronic conditions. Assesses health status, risk factors, and preventative health practices of the population; identifies desirable health practices and services; provides ongoing health surveillance; promotes public health education, programming and initiatives to promote the health of citizens; and prevents injury and chronic disease. Provides leadership to assure the health and well-being of all Wisconsin families and their communities. Develops, implements and administers policies for the health and well-being of women, children, and families. Programs include life cycle health, nutrition education and counseling, supplemental food, and vendor compliance.
3. **Environmental and Occupational Health.** Promotes public health through a statewide program to increase public awareness of environmental hazards and disease and prevent and control exposure to environmental hazards. Inspects restaurants, motels, hotels, vending machines, public swimming pools, mobile home parks, campgrounds, milk processors/shippers, and sources of radiation emissions. Protects the public from health risks related to occupational activities and prevents occupational illnesses and injuries in the workplace. Provides tracking of occupational diseases and injuries through surveillance programs, provides assistance to employers to help create safer workplaces, and provides training and program assistance on workplace safety and health.
4. **Local Health Support and Emergency Medical Services.** Provides an emergency medical services system and injury prevention program to reduce premature death and disability resulting from injuries or sudden illness. Licenses emergency medical service providers and technicians, supervises and approves training, approves and coordinates advanced support services, coordinates the Department's response to natural and man-made disasters, and coordinates injury prevention activities. Works closely with the local public health departments throughout Wisconsin.
5. **Health Information and Policy.** Collects, maintains and provides vital records for the citizens of the state; integrates and manages major public health related information systems; collects, protects, disseminates and analyzes health care and population-based health data needed to conduct critical state business; and supports a division-wide planning and policy focus on population health that will result in achieving the goals set out in the state health plan, Healthiest Wisconsin 2010.

Division of Health Care Financing

The Division funds essential health and nutrition services to children, low-income families, the elderly, and persons with disabilities.

1. **Medicaid.** Pays for health related services to low-income and medically needy persons. These include services provided by nursing homes; and fee-for-service and managed care health care providers.
2. **Eligibility Management.** Develops and implements Medicaid, BadgerCare, and SeniorCare eligibility policies for the Division's health care programs, works with counties and tribes to determine eligibility, and provides outreach to citizens about value of health care services and the eligibility rules. Develops and implements Food Share (also known as Food Stamps) eligibility policies and processes. Pays for Food Share benefits for low-income clients. Administers eligibility management services for Medicaid and Food Share including contracts with counties and tribes for local program administration and management of statewide CARES automated system.
3. **Health Care Program Integrity.** Develops and implements prior authorization guidelines, performs audits of service providers, and develops quality control measures and standards.
4. **Fee-for-Service Health Care Benefits.** Develops reimbursement rates for direct medical and policy services and programs. Manages the entire Medicaid budget. Oversees Medicaid statutory changes, administrative rule updates, and federal state plan changes. Reviews and audits nursing home costs.
5. **Managed Health Care.** Develops and administers Medicaid Managed Care Programs for Medicaid recipients, AFDC-related and BadgerCare low-income families with children, disabled children and adults and low-income elderly.
6. **Disability Determination Services.** Provides disability and blindness eligibility determinations under contract with the Social Security Administration for individuals who apply for Supplemental Security Income, Medicaid or Social Security Disability benefits.
7. **Health Care Systems and Operations.** Implements, operates and monitors program operations, systems, procedures and contracts. Coordinates payment for services with other funding sources and recovers payments from the estates of recipients, where appropriate.

Division of Children and Family Services

The Division of Children and Family Services keeps children safe from abuse and neglect and responds appropriately when abuse or neglect occurs. In doing so, the Division focuses on services that keep families and communities strong and vital. DCFS responsibilities fall into four main categories: 1) statewide oversight of county child welfare services; 2) direct services to children and families through the Bureau of Milwaukee Child Welfare, and special needs adoption and adoption search services through the Bureau of Programs and Policies; 3) community support services for families; and 4) regulation and licensing of child care and residential facilities for children and youth.

1. State Oversight of Child Welfare Services

Child Protective Services. Supervises and assists county and tribal child welfare agencies with funding, program planning, policy development and technical support in the identification, intervention and prevention of child abuse and neglect. Leads efforts to ensure that Wisconsin meets child welfare program outcomes and federal and court standards. Develops statewide plans and practice standards for child welfare agencies on intake and assessment of children and families, case planning, out-of-home care (foster care and other residential placements), and permanency for children, including interfacing with the courts. Develops policies and legislation that responds to federal program requirements, court decisions and new developments in the field. Reviews and monitors county plans and practices and provides technical assistance for improvement. Maintains statewide statistics, publishes annual reports, and provides education and training to professionals in child welfare. In addition, the Division directly responds and intervenes in egregious incidences of child abuse and child fatalities.

Independent Living. Develops and issues policies and procedures for the use of federal Independent Living funds (Chaffee Act), provides technical assistance and consultation on the development of program and evaluation practices, and issues and monitors contracts to counties, tribes, and the Department of Corrections/Division of Juvenile Corrections. Independent Living funds assist youth 15 to 21 years of age in the skills necessary for successful transition from out-of-home care to living independently in the community. Services may include training and assistance in basic living skills; job seeking, work experience, and employment; obtaining high school diploma and higher education; financial self-sufficiency; and access and knowledge of local resources.

eWiSACWIS. Supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, case plan development and permanency planning, while interfacing with County and State systems.

Title IV-E Eligibility. Determines the initial IV-E eligibility and ongoing IV-E reimbursability of all children placed in out-of-home care by counties and IV-E eligibility for the adoption assistance program.

2. Direct Services to Children and Families

Adoption of Special Needs Children. Provides direct services through partnership with the private sector to find adoptive homes for hard to place children, including those in large sibling groups, older children, members of a minority group or children who are physically or emotionally disabled.

Adoption Records Search. Provides existing social and medical information from closed adoption records to eligible persons requesting such information, including those 18 years of age or older who were adopted or available for adoption in Wisconsin. In addition, upon request, provides identifying information and/or a copy of the original birth certificate to individuals age 21 or older who were adopted or available for adoption in Wisconsin.

Milwaukee Child Welfare

Intake and Initial Assessment Services. Provide a 24-hour hotline for the public to report child abuse and neglect. Conduct child abuse or neglect investigations and make determinations regarding child safety. Respond to emergencies from law enforcement to ensure child safety after daytime business hours. When necessary to ensure child safety, remove children from their homes and place them in foster care.

Safety Services. Provide intensive in-home services to keep children safe in their home and prevent out-of-home placement.

Foster Homes. Recruit, license, visit and train quality foster families to care for children in out-of-home placement.

Ongoing Case Management. Under jurisdiction of the Milwaukee County Children's Court, deliver and coordinate services to families whose children have been removed. Provide direct services to children in out of home care that promote the safety, well-being and timely reunification or adoption of each child.

Adoption. Recruit, license and train adoptive families. Work directly with the Children's Court judges, district attorneys and other lawyers to start and finalize the legal process of adoption for children in out-of-home care.

Independent Living. Provide services that help foster children prepare for adulthood and assist former foster youth (ages 18-21) with the transition to adulthood and living on their own.

Kinship Care. Process requests for assistance, determine eligibility and disburse monthly payments to people caring for related children who are not in foster care.

Family Intervention and Support Services. Respond to requests for assistance from parents of children 12 years and older who are truant, running away or having behavioral problems which do not involve any child abuse or neglect.

3. Community Support Services for Families

Kinship Care. Provides statewide leadership and consultation to counties to support relatives caring for relative children. DCFS allocates funds to the counties based on their prior year's caseload. Kinship Care allows children to reside with a relative to alleviate family stress or temporary familial problems rather than being placed in a foster home or other type of out-of-home placement.

Domestic Abuse Services. Provides statewide leadership and funding to domestic abuse organizations that provide temporary shelter and food, counseling, information and referral, crisis hotlines, children's programming and supportive services for victims of domestic violence. Work in partnership with organizations in program development and policy.

Brighter Futures Initiative. Provides a partnership between state and local government that helps children, youth, and families achieve their maximum potential by promoting the following goals: healthy families and children/youth; children's school readiness; children safe in their families and communities; and youth successful navigation to adulthood. The goals are measured by the following set of benchmarks: reduction in teenage pregnancy rates; reduction in youth violence; reduction in the occurrence of youth substance abuse; and reduction in the substantiated incidence of child abuse and neglect.

Community Services Block Grant. Administers the federal, anti-poverty block grant that funds the operations of a state-administered network of local agencies. The purpose of CSBG is to ameliorate the causes and conditions of poverty. DCFS provides CSBG funding to 16 Community Action Agencies, Rural Housing, Coalition of Wisconsin Aging Groups, UMOS and all 11 Tribes.

4. Regulation and Licensing

Licensing and Quality Assurance of Child Care and Residential Facilities for Children and Youth. Assures the health, safety and welfare of children in family and group child care centers and day camps, residential care centers for children and youth, group foster homes, shelter care facilities, and child placing agencies licensed to do adoption and/or foster and treatment foster care. Assesses applications, issues licenses, conducts on-side inspections, investigates complaints, provides technical assistance and consultation, and takes enforcement actions.

Division of Disability and Elder Services*

The Division is responsible for a continuum of care for elderly people and people with disabilities, including individuals with mental health and substance abuse needs. It includes both community-based and institutional services. Community-based services are provided whenever appropriate. The Division operates programs that provide community-based services to persons with disabilities and the elderly, including Family Care, Community Options Program and Medicaid Home and Community-Based Waiver programs. The Division also operates the state institutions that provide care and treatment for persons with mental illness, developmental disabilities, and/or sexually violent behaviors. The Division licenses and certifies health and community care providers and administers the State SSI Supplement Program. The Division's purpose is to assure quality of care, treatment and quality of life for the elderly and persons with developmental disabilities, mental illness, substance abuse problems, physical disabilities, and sensory disabilities.

1. Long Term Support Programs

Aging. Administers programs that enhance the self-sufficiency of older persons of all incomes and conditions; administers programs related to the federal Older Americans Act and the Wisconsin Elders Act; administers several senior volunteer programs under the Corporation for National Service; and administers the federal Senior Community Services Employment program. Administers the State's Alzheimer's disease program and implements the state Adult Protective Services Act and elder abuse laws. Incorporates an emphasis on health promotion and disease prevention initiatives to deter or delay the need for long-term care services.

Independence and Employment. Serves as a focal point for programs and objectives related to persons with physical disabilities; responsible for a variety of programs that enable people with disabilities to be employed including Pathways to Independence, Ticket to Work, Medicaid Purchase Plan, etc. Oversees the Wisconsin Assistive Technology project; and oversees the state and federally funded Independent Living Centers for persons with physical disabilities.

Blind and Visually Impaired. Administers programs for people who are blind or visually impaired. Provides direct services to the blind and visually impaired in the form of independent living instruction, adaptive technologies, and vocational support services. Services may include an assessment of each client's service needs, development of an individual service plan, instruction in Braille, training in orientation and movement in the persons' home or neighborhood, counseling and guidance to increase independence, instruction in the use of low vision aids, personal and home management training, and instruction in leisure activities. The purpose of these services is to provide early intervention to minimize the effects of decreased vision in everyday life. With training, individuals can remain in their homes, avoid relocation to a healthcare setting, and maintain the quality of life within their communities.

* Program descriptions reflect proposed organizational structure which is pending Department of Administration approval.

Deaf and Hard of Hearing. Provides information, assistance, education, and prevention services to deaf, deafblind, and hard of hearing communities. Services include information about deafness, hard of hearing issues, American Sign Language, community resources, communication and assistive listening technology, and American Disability Act training. Provides funds to enable people to purchase special telecommunication devices and evaluations of sign language interpreters.

Community Options. Provides oversight for community-based long-term support programs known for their ability to offer flexible, individualized, and comprehensive care, which includes: Community Options Program serving five target groups; and Medicaid Home and Community-based Waiver Services (Community Integration Program II and Community Options Waiver Program) serving elders and persons with physical disabilities. Provides policy and program management including functional and financial eligibility and cost sharing, automated functional screen integrity, residential policy, and waiver manual maintenance; fiscal management (budgets, allocation, and contracts); and data and cost trend analysis, reports, and public information. Oversees programmatic monitoring and quality assurance; conducts planning and program development, especially related to workforce and LTC reform; provides training and technical assistance to county staff charged with carrying out program goals; coordinates with medical benefits; and maintains MA Waiver Certification standards for adult day care programs.

Managed Care. Manages the State's innovative demonstration projects that provide an integrated health and long-term care benefit package, including the Family Care benefit and the Wisconsin Partnership Program. Provides policy guidance, training, technical assistance, data analysis, reports, contracts for program implementation, and quality assurance and rate setting. Performs policy analysis, grant management, and maintains and adapts the program's eligibility tool, the automated LTC functional screen.

Developmental Disabilities. Manages the development and implementation of statewide policy, services, and supports for people with developmental disabilities. Administers several home and community-based waiver programs that return people to the community from institutions (Community Integration Program (CIP 1-A) and prevent institutionalization (CIP 1-B) and provide services for persons with traumatic brain injury (TBI). Regionally-based Community Integration Specialists and contract staff provide quality assurance, monitoring, training, technical assistance and case consultation. Conducts planning and program development, especially regarding housing, supported employment, workforce, ICF-MR downsizing and guardian services. Develops sustainable systems of services and supports so that each county/region has the resources and ability to provide for the needs of people with disabilities. This includes those who currently receive home and community based services as well as those who are expected to move from institutional settings in the next several years. Manages contracts, allocations, prepares data and reports.

Children's Services. Manages a variety of programs that benefit families caring for children with developmental disabilities and/or health conditions including children's home and community-based waivers, Birth to Three, Katie Beckett programs and the Family Support program. Performs policy and program development, training, technical assistance,

determination of program eligibility and review for quality assurance. Provides fiscal services, contract management and data analysis.

Supplemental Security Income (SSI). Administers the state SSI benefit, which encompasses a basic state supplement, exceptional expense supplement and caretaker supplement. Wisconsin's program eligibility and benefit records are maintained and monthly benefit payments are produced by EDS, under contract with the Department. Both the federal SSI (800-772-1213) and state SSI (800-362-3002) programs operate toll free helplines for beneficiaries.

Centers for Persons with Developmental Disabilities.

Northern Wisconsin Center. At the completion of its current downsizing initiative in June 2005 will provide short-term intensive treatment, medical treatment, dental care and habilitation for eligible persons with developmental disabilities. Specialized medical, psychological, psychiatric, educational, recreational, habilitative, and rehabilitative programs and services will continue to be provided. Physical assessments and evaluation programs will also continue to be available.

Central Wisconsin Center. Provides extended and short-term care for eligible persons with developmental disabilities. Specialized medical care is provided in partnership with the University of Wisconsin Hospital and Clinics. As the long-term care program decreases, the Medical Short Term Care Unit and the Short Term Assessment Program are increasing. The Medical Short Term Care Unit follows the medical assessment model developed at the Mayo Clinic and supports over 200 short-term admissions annually. The Short Term Assessment Program specializes in psychological/psychiatric assessments and treatment for children who have, in addition to their intellectual disability, behavioral or psychiatric disorders. These short-term care programs are components of the Community Integration Initiative. Other partnerships with the Community Integration Initiative include consultations with community physicians and psychiatrists, community training, and program development. The long-term care component of CWC also provides psychological, psychiatric, educational, recreational, habilitative, and rehabilitative programs and services.

Southern Wisconsin Center. Provides extended and short-term care, medical treatment, and habilitation for eligible persons with developmental disabilities. Specialized medical, psychological, psychiatric, educational, recreational, habilitative, and rehabilitative programs and services are provided. SWC also provides an intensive treatment program for adults. Community transitions are planned with the legally responsible county and guardians. Clinical evaluation and planning services are also provided at the request of counties, providers and families, both in the Center and in the community. These evaluations are interdisciplinary in nature and involve consultation and joint planning with community providers and guardians. Short-term care and physical assessments or short-term programs and evaluation programs are also available. In addition, the SWC provides behavior management assistance, individualized consultation, and training to community-based providers, families and guardians. These short-term programs and community consultations are part of the Community Integration Initiative.

2. Mental Health and Substance Abuse Programs

Mental Health and Substance Abuse Services. Responsible for the development of programs and initiatives targeted to prevention, diagnosis, and early intervention for substance abuse, addiction and mental illness affecting the community public mental health and substance abuse delivery systems in Wisconsin. Prevention efforts include educational activities, consultation, technical assistance and identification of best practices. Serves adults and elderly persons with severe and persistent mental illness, children with severe emotional disturbance, and adults and elderly persons with substance abuse problems. Services are provided in collaboration with counties, providers, consumers, and families.

Mendota Mental Health Institute (MMHI). MMHI is a fully licensed hospital, which provides specialized inpatient psychiatric evaluation, assessment and treatment with a multi-disciplinary approach for persons with mental illness and persons with substance abuse issues. Admissions are authorized by community mental health boards or by court order. Forensic patients are committed by the courts for evaluation and treatment. MMHI also provides consultation to community mental health boards and other service providers for development of programs or for clinical cases. In addition, MMHI provides inservice training, continuing education, seminars and educational programs. It also operates the Mendota Juvenile Treatment Center that serves as a secure juvenile correctional facility offering specialized mental health assessment and treatment for juveniles transferred from the Department of Corrections.

Winnebago Mental Health Institute (WMHI). WMHI is a fully licensed hospital, which provides specialized inpatient psychiatric evaluation, assessment and treatment with a multi-disciplinary approach for persons with mental illness and persons with substance abuse issues. Admissions are authorized by community mental health boards or by court order. Forensic patients are committed by the courts for evaluation and treatment. The Institute also provides consultation to community mental health boards and other service providers for development of programs or for clinical cases. In addition, WMHI provides inservice training, continuing education, seminars and educational programs.

Wisconsin Resource Center. Provides treatment, custody, education, and skills building for convicted offenders who have mental health, behavioral or developmental disability needs that cannot be met in the traditional prison environment. It also provides services to individuals under the Sexually Violent Persons Law, (Stats., Chapter 980).

Sand Ridge Secure Treatment Center. Provides services under the sexually violent persons law (Chapter 980), which provides for civil commitment of persons who are considered dangerous due to a mental disorder making it substantially probable they would engage in acts of sexual violence. Services include court-ordered examinations, sex offender treatment and detention, and administration of services for patients placed on supervised release in the community.

3. Quality Assurance

Assures the safety, welfare and health of persons utilizing health, long-term care and community-care provider services. Assures quality of care and quality of life through the development of rules/standards, on-site inspections (surveys), complaint investigations, enforcement activities, facility plan reviews, training, policy interpretations, best practice initiatives, nurse aide registration, caregiver background checks and investigations, provider information and education, and proactive relationships among providers and consumers.

Division of Management and Technology

The Division provides the following support services to the rest of the Department.

1. **Information Technology.** Manages information technology services for the entire Department. Includes development of new applications, planning and development efforts, contract administration for outsourced services, and operation of Department data and voice communications network.
2. **Records and Forms Management.** Manages Department-wide forms and records management program; provides direct forms and records management services to DMT, institutions, and Executive Services; manages Department compliance with Wisconsin Document Depository Program; operates the Department forms/publications center.
3. **Personnel and Employment Relations.** Manages Department recruitment, hiring, and job classification; provides employment and labor-management relations services; coordinates employee assistance; conducts management training; provides coordination and leadership for the Department risk management and health and safety functions; and manages payroll and benefits for the Department.
4. **Employee Development and Training.** Manages the Technology Learning Center; provides classroom and distance learning opportunities in non-programmatic, computer desktop and human resource areas including supervisor and management development. Coordinates the employee suggestion program, the exit interview questionnaire process and the PPD system. Manages the conflict resolution function.
5. **Affirmative Action and Civil Rights Compliance.** Manages Department affirmative action, equal opportunity, and civil rights compliance programs and initiatives.
6. **Fiscal Services.** Provides accounting, payment processing, and federal grant and aids accounting, and federal grant claiming. Monitors the operating budget.
7. **Collections.** Handles billing and collection of client debts for Department services and bills Medical Assistance and Medicare claims to the federal government for state institutions.
8. **Purchasing.** Purchases goods and services for the Department.
9. **Facilities Management.** Manages the capital budget and building program and provides engineering, space management and energy conservation services for the Department.
10. **Process Reengineering.** Provides consultation, coordination and leadership of process and organizational development designed to improve the effectiveness and efficiency of Department operations.

Office of Strategic Finance

The Office provides departmentwide planning, budgeting, evaluation, and audit services. It is also responsible for contract administration and oversight of county human service agencies and management of tribal affairs.

1. **Planning.** Develops the Department's strategic plan that defines the vision, mission, goals and major strategies for the Department. Develops initiatives with the Office of the Secretary, Management Team, and Governor's Office. Provides and facilitates strategic planning and policy analysis for new Department initiatives. Coordinates the development of "Talking Point Papers" on key departmental programs and initiatives.
2. **Budget Development.** Prepares the Department's biennial budget proposal. Develops budget proposals, in conjunction with program staff, for consideration by the Office of the Secretary. Budget papers include analysis of fiscal, policy, and programmatic effects of the proposal. Prepares the Department budget request which includes requested funding, statutory language changes, and description of budget items proposed by the Department. Responds to questions and requests for additional information and analysis from the state budget office and Legislative Fiscal Bureau. Prepares recommendations of gubernatorial vetoes. Participates in developing Department policy and program initiatives. Monitors and assists in resolving operating budget problems with the Divisions. Reviews and processes federal grant requests. Prepares fiscal notes on proposed legislation.
3. **Program Evaluation and Audit.** Conducts program evaluation studies including legislatively-mandated evaluations, federal waiver evaluations, and evaluations selected by Department administrators and managers. Coordinates development of performance measures to assess program outcomes in key program areas. Prepares a health and well-being report to identify program outcome trends and compare the performance of the Department to that of the nation. Conducts policy research and analysis and provides consultation and technical assistance to Department staff on evaluation approaches and techniques. Conducts internal reviews, performance audits and management studies to improve Department programs and operations. Obtains, reviews and resolves financial and compliance audits of governmental (especially counties) and non-governmental agencies that the Department funds. Assists Divisions in improving their contracts and contract monitoring processes. Serves as the primary liaison with the Legislative Audit Bureau on program audits that LAB performs of the Department.
4. **Area Administration.** Administers the Annual State/County Contract and Family Care Contract. Provides oversight and monitoring of local human service programs. Provides ongoing consultation and technical assistance to counties. Identifies issues or concerns from the local viewpoint, and helps Department management to develop possible resolutions. Facilitates communication and coordination between counties and the Department. Represents the Department on statewide, regional and local workgroups or ongoing committees.

5. **Tribal Affairs.** Assists in maintaining an effective government to government relationship with the Wisconsin tribes. Develops program strategies to enhance state/tribal relationships. Assists in resolving program issues identified by tribes. Serves as an expert on tribal affairs in Wisconsin and provides information to other states, federal agencies, and the general public. Administers the state/tribal contract. Negotiates the contractual relationship, allocation of funds and external procedures with the tribes. Initiates and facilitates the development, implementation and coordination of human service programs and the implementation of performance measurement systems as they pertain to the tribes.

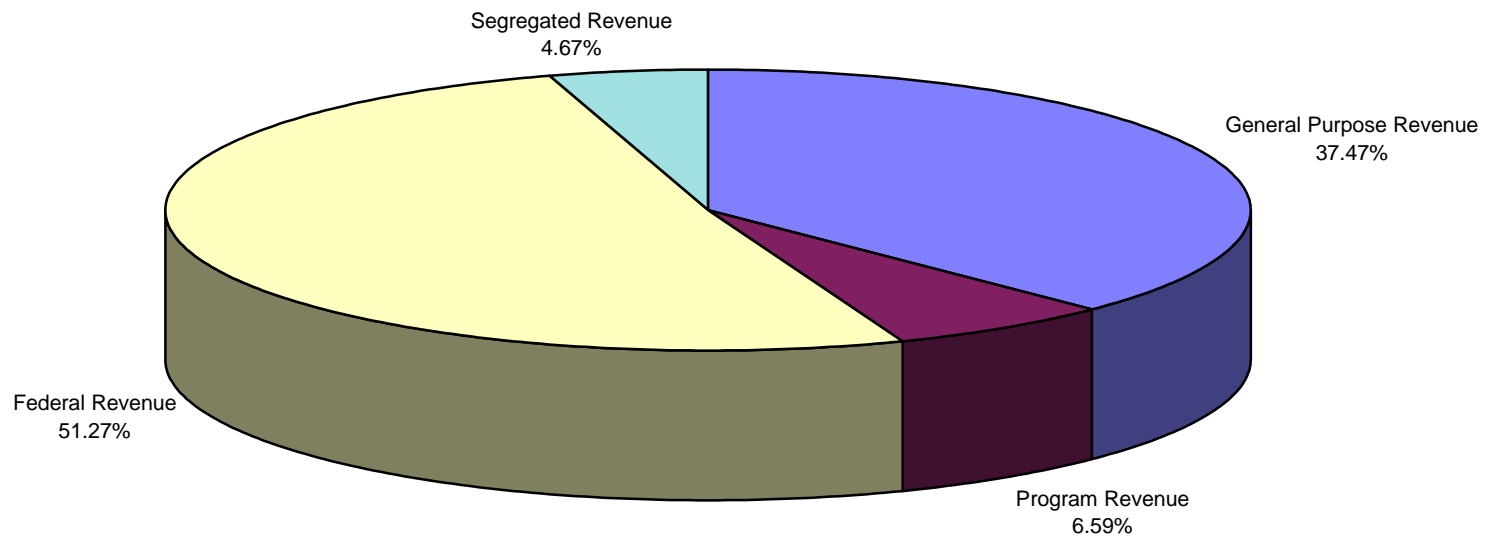
Office of Legal Counsel

The Office of Legal Counsel serves as a law office within the Department. It provides the Department with legal advice and representation.

1. **Representation.** Represents the Department and its officers and employees before administrative tribunals. Interviews and prepares witnesses for depositions, administrative hearings or other litigation.
2. **Legal Advice.** Advises the Department on the legal impact of policy matters, pending litigation, contracts, federal grants and other matters. Renders interpretations and provides advice for Department officials and staff concerning Departmental rules, regulations, court decisions, and legal documents. Writes legal opinions, memoranda, correspondence and various legal documents. Provides advice and counsel concerning Department legal positions to judges, district attorneys, county corporation counsel, and other governmental legal representatives, including other state agencies, Indian tribes and the Federal Government. Coordinates Department legal relationships with local, state, tribal and federal officials. Supervises investigations by the Department as necessary.
3. **Drafting.** Assists in drafting proposed legislation and rules. Reviews proposed legislation to determine the potential legal impact on the Department. Drafts Department contracts, reviews Department contracts drafted by program staff, and, where necessary, assists in negotiations for contract language.
4. **Liaison.** Identifies legal questions that necessitate an opinion of the Attorney General and prepares requests for the Department. Acts as liaison to the Department of Justice or the U.S. Attorney's Office in litigation in court cases. Appears in court on behalf of the Department when directed by the Governor, under arrangement with the Department of Justice, or in other cases authorized by law.

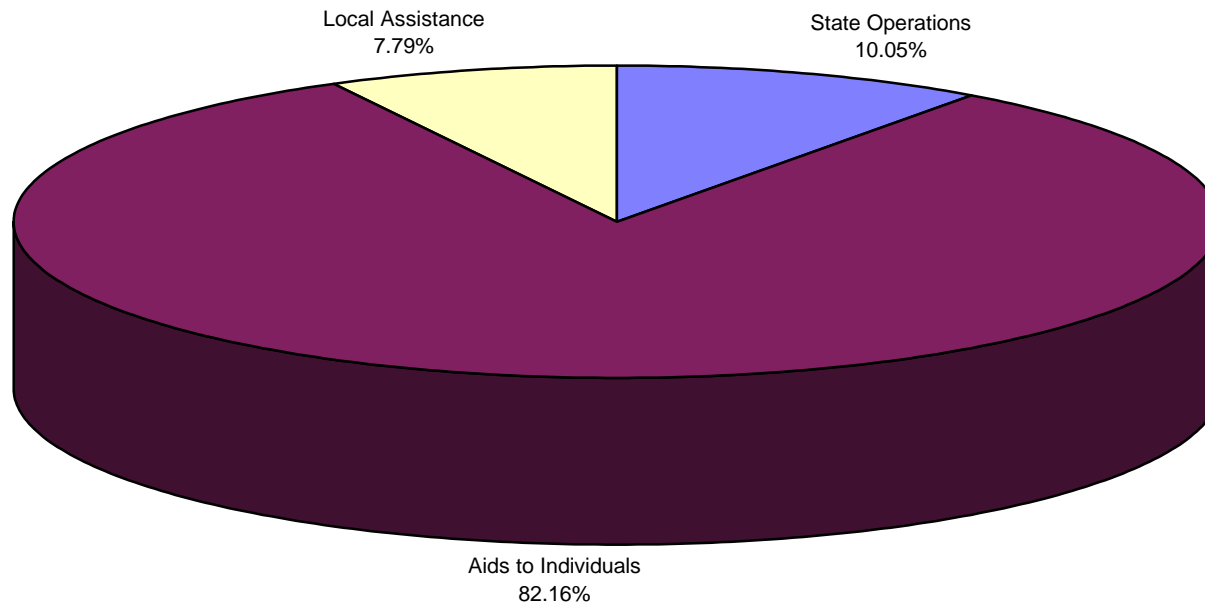
✓ DHFS Budget and Authorized Positions

2004-05 DHFS TOTAL BUDGET BY FUND SOURCE
(Total Budget = \$6,338,982,000)



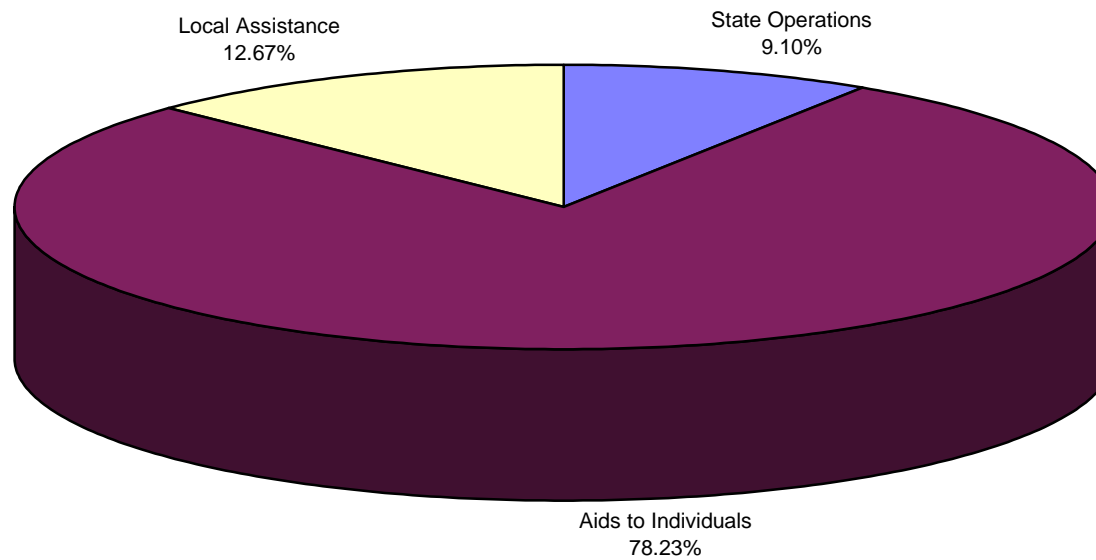
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 DHFS TOTAL BUDGET BY EXPENDITURE TYPE
(Total Budget = \$6,338,982,000)



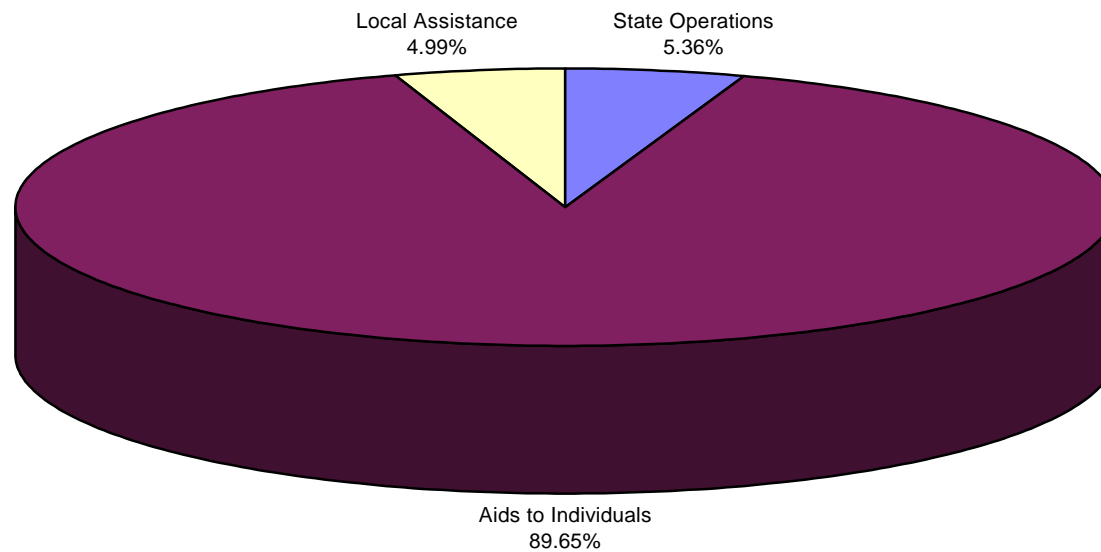
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 DHFS TOTAL GPR BUDGET BY EXENDITURE
(Total Budget = \$2,375,067,300)



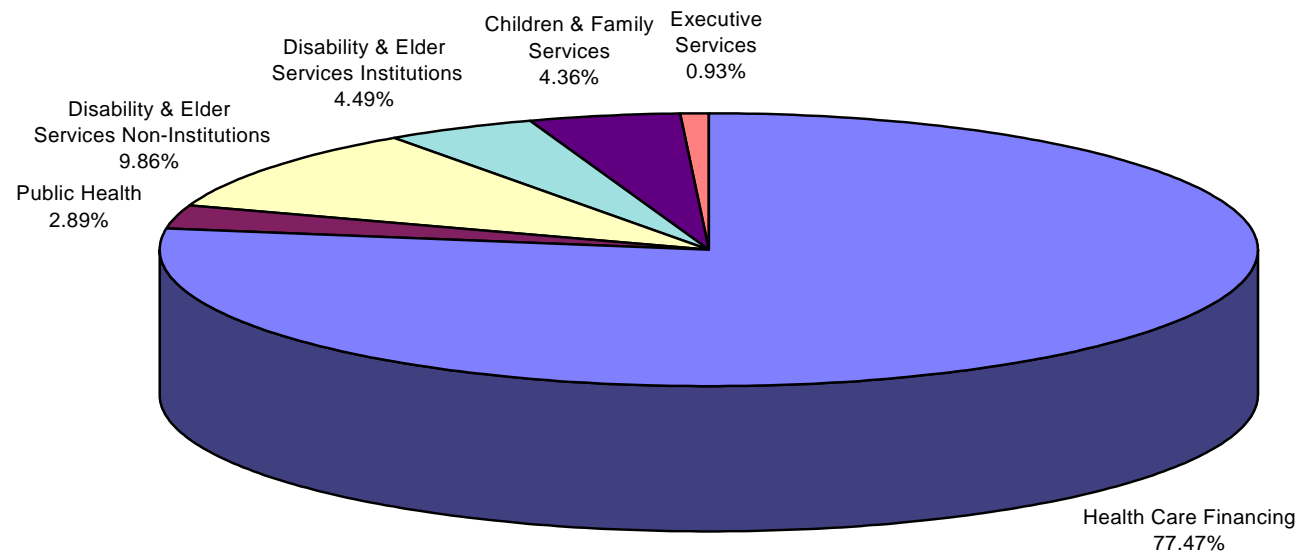
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 DHFS TOTAL FEDERAL BUDGET BY EXPENDITURE TYPE
(Total Budget = \$3,249,786,900)



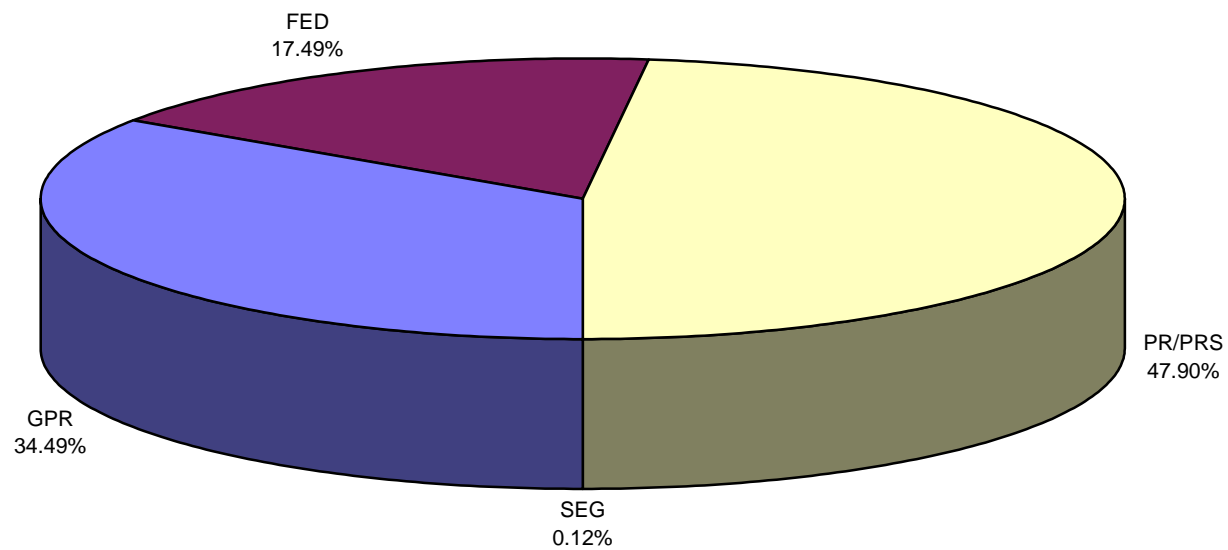
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 DHFS TOTAL BUDGET BY DIVISION
(Total Budget = \$6,338,982,000)



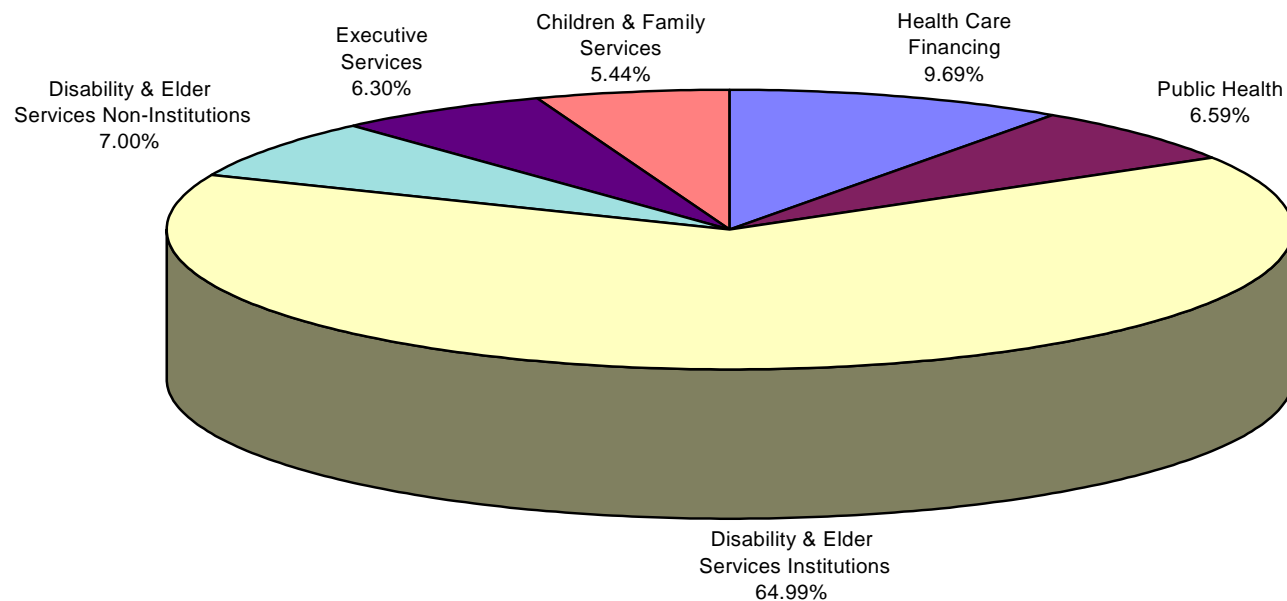
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 DHFS TOTAL POSITIONS BY FUND SOURCE
(Total Positions = 6,210.85)



Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 DHFS TOTAL POSITIONS BY DIVISION
(Total Positions = 6,210.85)

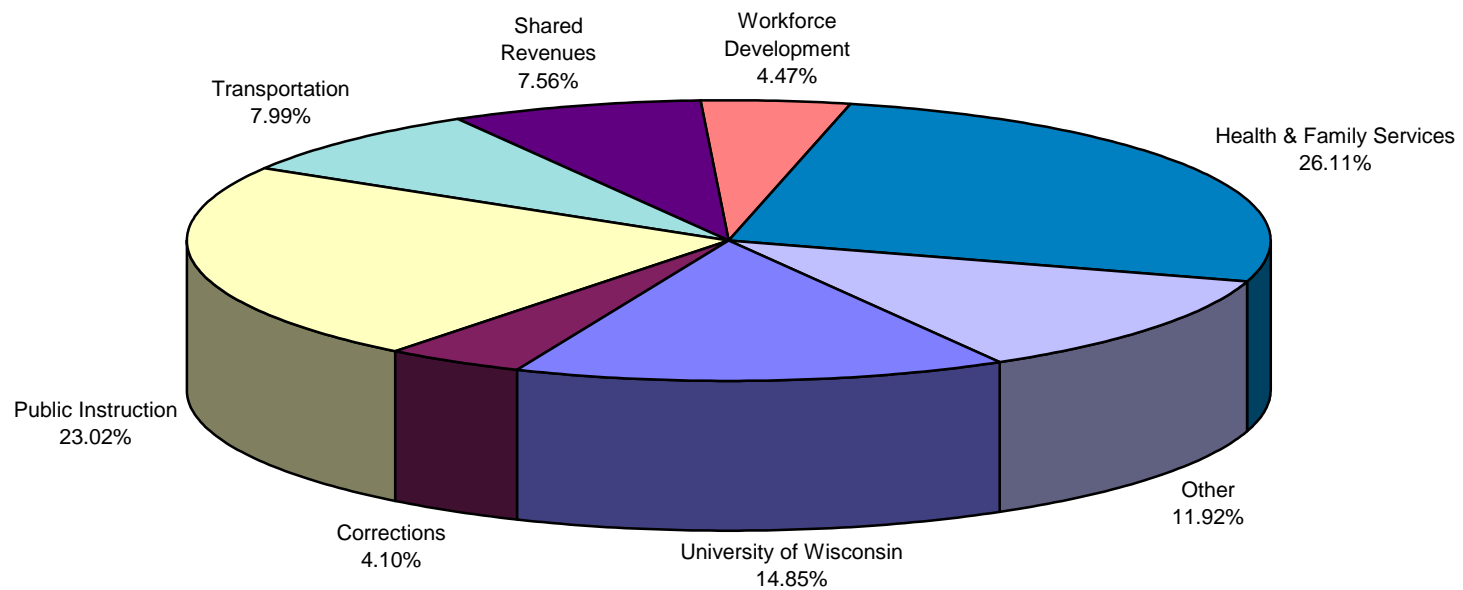


Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).



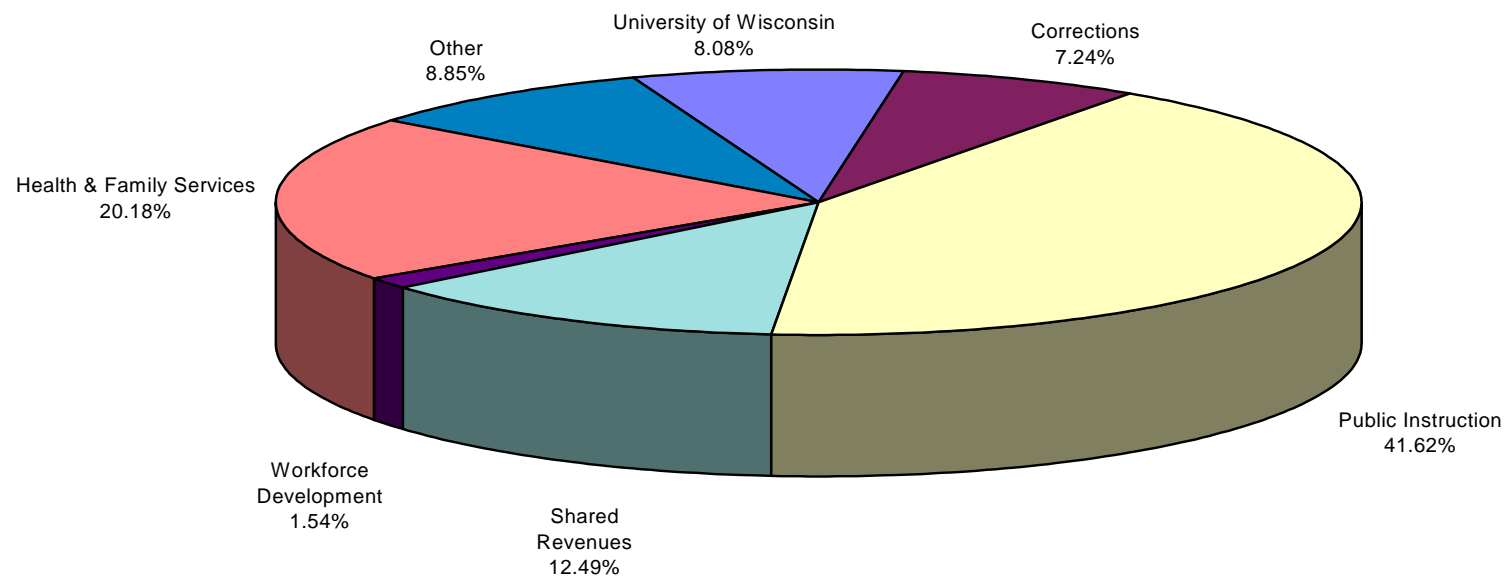
DHFS Budget As A Portion of Total State Budget

2004-05 WISCONSIN TOTAL BUDGET BY STATE AGENCY
(Total Budget = \$24,282,077,600)



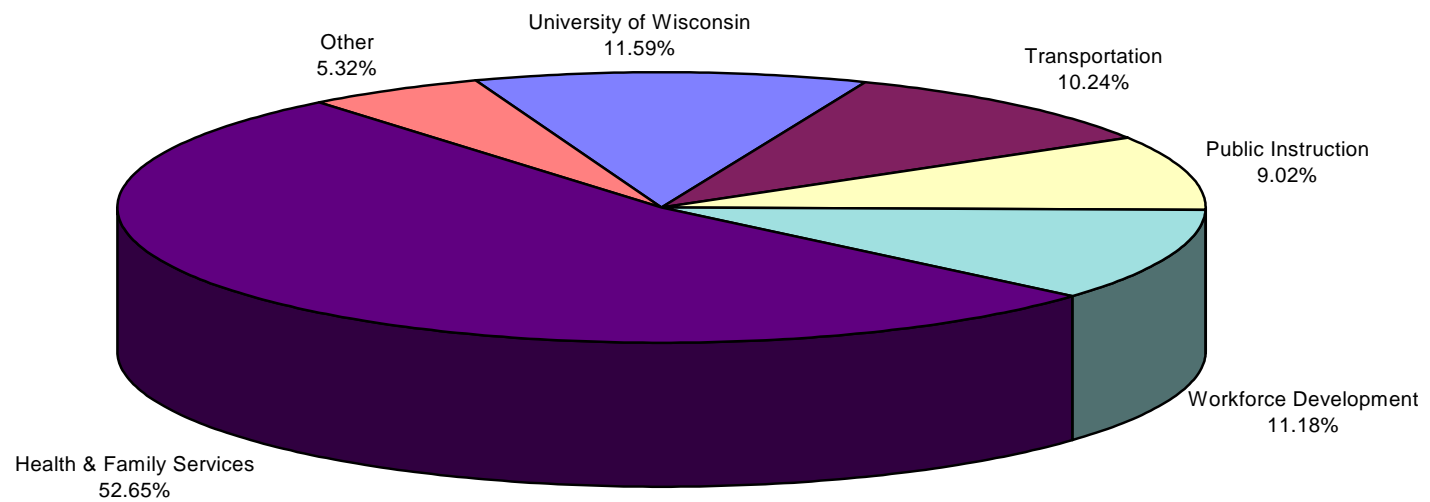
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 WISCONSIN GPR BUDGET BY STATE AGENCY
(Total GPR Budget = \$11,767,851,700)



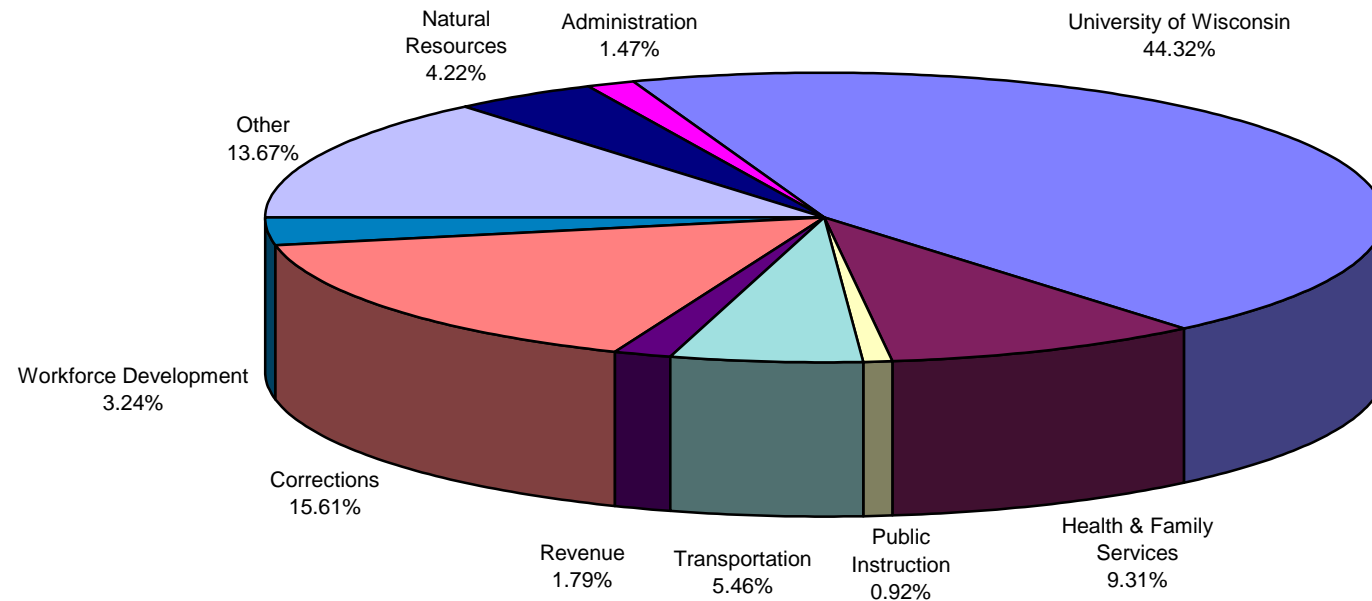
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 WISCONSIN FEDERAL BUDGET BY STATE AGENCY
(Total Federal Budget = \$6,172,387,600)



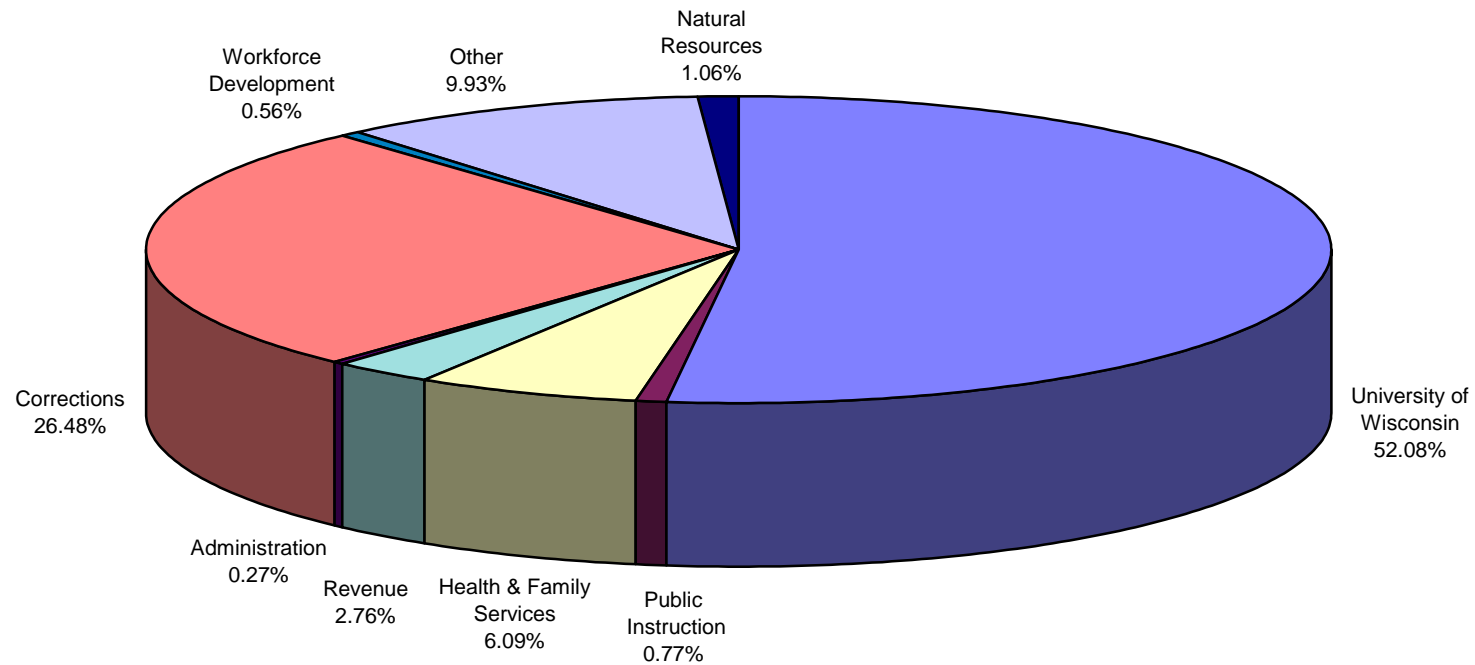
Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 TOTAL STATEWIDE POSITIONS -- ALL FUNDS
(Total Positions = 66,719.88)



Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).

2004-05 TOTAL STATEWIDE POSITIONS -- GPR
(Total Positions = 35,170.26)



Reflects budget actions through the Budget Bill (2003 WI Act 33) and Miscellaneous Legislation (2003 WI Acts 318 and 341).